



Secretary General

January 2025

About the Organisation

The European Bank for Reconstruction and Development (EBRD) invests in changing lives. Through our projects, business services and involvement in high-level policy reform, we're doing more than ever before across three continents.

Through our financial investments, business services and involvement in high-level policy dialogue, we are well placed to promote sustainable, entrepreneurial economies with opportunities for all. We invest primarily in private sector clients whose needs cannot be fully met by the market. Our mission is to develop open and sustainable market economies in countries committed to and applying democratic principles.

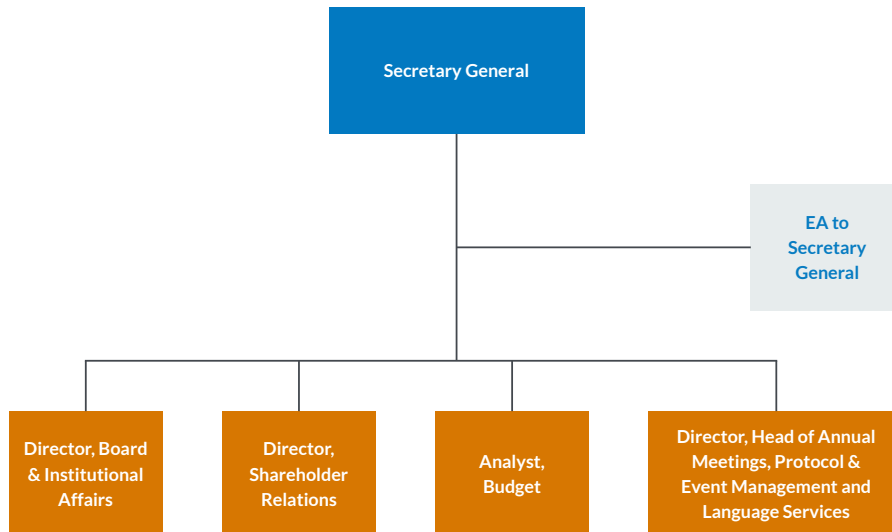
Our operations span agribusiness, infrastructure, transport and many other sectors. We are world leaders in climate finance. All our activities have been aligned with the Paris Agreement from the end of 2022 and we plan to be a majority green bank by 2025. We've already deployed €6 billion in Ukraine since Russia's invasion of the country in February 2022. Financial investment projects are at the heart of what we do. We also provide business advisory services and promote trade finance. We're active in almost 40 economies across three continents, from the Southern and Eastern Mediterranean, to Central and Eastern Europe, to Central Asia.

The Role

Role:	Secretary General
Location:	London, UK
Contract:	4-year term (with option of second term)
Reports to:	The President of the Bank
Salary:	Competitive
Benefits:	Highly competitive (dependent on circumstance)



Office of the Secretary General - Organisation Chart



Job Summary

The Secretary General acts as the key liaison between the Bank’s management and its Board of Governors and Board of Directors, facilitating governance dialogue and resolving complex issues. This high-profile role requires exceptional relationship management skills, including leading difficult negotiations with shareholder capitals and representing their views to Bank management. The Secretary General also ensures that the Bank’s governance mechanisms function smoothly, guiding the flow of shareholder input to management and overseeing the Bank’s strategic approach to Board and shareholder relations.

Responsible for a £7.3 million budget, the Secretary General leads a team of 5 direct reports and 50 staff, ensuring the effective delivery of secretariat services for 160-170 Board meetings, Committee sessions, and workshops annually. You will interact regularly with key internal stakeholders, including the Board of Directors, the President, and the Executive Committee, as well as external bodies such as shareholder authorities, civil society groups, and NGOs. If you have proven expertise in governance, negotiation, and stakeholder engagement, we invite you to apply for this influential leadership role.



Candidate Profile

The successful candidate will be used to working at a similar level, preferably within an International Finance Institution of Government Treasury/Finance environment. At home working on complex governance and relationship building the Secretary General works with the board to ensure the processes and operations of the bank works well. Critically they will be able to maintain the delicate balance between the board and private sector Interests the bank holds.

This is not a position with external profile. This is a key internal senior role at the bank that needs to have the acumen and experience to understand complexity, identify sensitive issues and communicate effectively to all senior stakeholders. The role will be always under pressure to maintain the balance and be willing to ensure adequate governance, delivered with a high degree of diplomacy and political acumen.

The Individual will be an established leader, with experience of managing similarly sized teams and working in similarly complex stakeholder environments. An excellent communicator, relationship builder and diplomat, they will be innovative, interested in change and keen on new ideas. They will need to have been a board member and have a private sector mindset combined with the ability to integrate into a development bank culture.

Accountabilities and Responsibilities

- Provide overall leadership to OSG. Develop and continuously review OSG's strategic objectives and revise the mandate accordingly.
- Accountable for the implementation of OSG's strategic priorities, ensuring initiatives, work plans, resources and cross-functional partnerships are established to further OSG's mandate.
- Maintain and further develop good working relationships with Governors, Board Directors and other shareholder representatives, to ensure relevant stakeholders in the Bank understand their interests and concerns, and to promote well-informed decision-making.
- Support new shareholders to the Bank, establishing a positive ongoing relationship to support smooth collaboration.
- Provide insights, advice and guidance to the President, ExCom members and others within management on how to work with the Board of Directors to deliver Bank priorities in line with Bank governance and to enhance the effectiveness of interactions, including how to tailor key messages to foster trust, understanding and buy-in of the Board into management's work programme;



- Create consensus between management and the Board of Directors, whenever possible, or manage divergences; anticipating pressure points as they arise; coordinating management's strategy to set up a strategic partnership with the Bank's shareholders.
- Plan and coordinate the handling of all policy issues addressed by the Board of Governors and by the Board of Directors, with a view to enabling smooth and effective governance of the Bank.
- Oversee the production of documents on issues for which OSG is directly responsible, discuss them in ExCom, where appropriate, and obtain President's approval (i.e. Access to Information Policy, Annual Meeting, Composition of the Board of Directors, membership documentation, etc.).
- Formulate and oversee implementation of the Bank's Access to Information Policy, engaging with NGOs where appropriate.
- Be the primary point of contact for all Board composition and membership issues, including maintaining dialogue with prospective new shareholders of the Bank and managing the expectations of all existing Shareholders in this context.
- Manage the Bank's overall institutional relationship with Shareholders, with a particular focus on non-recipient countries. Support the President in policy dialogue with non-recipient shareholders of the Bank, and deal directly with governments (mainly in non-recipient countries), including by travelling to capitals.
- Develop and implement the business concept of the Bank's Annual Meeting of the Board of Governors and Business Forum to meet a statutory requirement and facilitate the Governors' decision-making process, as well as to provide opportunities for dialogue among various stakeholders.
- Formulate and gain acceptance for OSG's and the Annual Meeting's budgets, so as to secure the resources necessary to achieve agreed work programmes.
- Ensure OSG's organisation capacity and capability to establish and grow constructive and diplomatic international relationships, so as to broaden and deepen the Bank's interaction with its shareholders and stakeholders.
- Accountable for the engagement and effective overall management of relevant staff including recruitment, compensation, performance management, coaching and development, and enhancing staff's sense of engagement.
- Champion and role model the Bank's Workplace Behaviours and Behavioural Competencies, ensuring adherence within the team(s) so that the highest standards of integrity and ethical conduct are exhibited at all times.



Skills, Knowledge and Experience

- An expert understanding of the Bank's mandate, and knowledge of the EBRD's Countries of Operation.
- A strong level of commitment to the highest standards of governance, and corporate governance and/ or secretariat experience in the public or private sectors.
- Extensive professional experience in international relations (bilateral or multilateral) and significant experience in multilateral institutions.
- Political acumen, and a proven ability to acquire a rapid understanding of complex political dynamics in multiple countries.
- Knowledge of international development, and the role of finance within it.
- Knowledge of and previous experience of MDB governance, and of EBRD's recipient and non-recipient shareholders.
- Capacity to build and maintain constructive and diplomatic international relationships of tact, confidentiality and trust at the highest levels in the conduct of shareholders' affairs.
- Proven track record, in an international environment, of strong leadership skills, including managing continuous improvement, ideally leading diverse teams of multiple nationalities.
- Excellent communication and interpersonal skills, including fluent spoken and written English, diplomatic/persuasive skills, ability to get on well with and build trust with people from a wide range of backgrounds, and a high degree of emotional intelligence.
- Ability to be a good team player and to contribute to the cohesiveness of the Bank's senior management.



How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-012025-EBRD or Pat-Jones-CoverLetter-012025-EBRD.

Timeline

Closing Date: 27th February 2025

First stage interviews: 17th – 28th March 2025

Final interviews: 7th April 2025

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of EBRD’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at jsawyer@oxfordhr.com in the first instance.



About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: oxfordhr.com